



COPS Instruction Booklet

Community Oriented Policing Services

www.usdoj.gov/cops/

COPS in Schools

**An Application for Law Enforcement Agencies
Seeking to Hire School Resource Officers to Engage
in Community Policing in and around the Schools.**

Application Instructions

U.S. Department of Justice
Office of Community Oriented Policing
Thomas C. Frazier, Director
Pending OMB Approval

COPS in Schools

Application Instructions

The following application is designed to assist law enforcement agencies seeking to add additional career law enforcement officers or sheriff's deputies as school resource officers to engage in community policing.

For more information about COPS grants, call the U.S. Department of Justice Response Center at 1-800-421-6770.

U.S. Department of Justice
Office of Community Oriented Policing Services
1100 Vermont Avenue, NW
Washington, DC 20530
(For overnight delivery, please use 20005 as the zip code.)

Internet web site: <http://www.usdoj.gov/cops/>

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Overview

The COPS Office

Established on October 1, 1994, under the Public Safety Partnership and Community Policing Act, the Office of Community Oriented Policing Services (COPS) has four primary goals:

- To increase the number of community policing officers funded by 100,000;
- To promote the implementation of department-wide community policing in law enforcement agencies across the country;
- To help develop an infrastructure that will institutionalize and sustain community policing after Federal funding has ended; and
- To demonstrate and evaluate the ability of agencies practicing community policing to significantly improve the quality of life by reducing the levels of violence, crime and disorder in their communities.

On May 12, 1999, the COPS Office reached its first goal of funding an additional 100,000 law enforcement officers. Through the COPS in Schools grant program (CIS), COPS is continuing this effort to fund additional career law enforcement officers to engage in community policing. CIS makes direct grants to agencies and jurisdictions to hire or rehire additional new school resource officers to be deployed to work in and around schools as part of an overall plan to address crime and related problems through community policing.

This Application Kit is only for the COPS in Schools grant program. CIS permits interested jurisdictions to supplement their current sworn police forces or establish a new police agency. Please note that COPS in Schools funding must be used to hire new, additional School Resource Officers, over and above the number of sworn officers that your agency would fund with state or local funds in the absence of the grant (including other School Resource Officers). Your agency may not reduce its state or locally-funded level of sworn officers (including other School Resource Officers) as a result of applying for or receiving COPS in Schools grant funding.

COPS in Schools funding also may be used to rehire sworn officers previously employed by your agency who have been laid off for financial reasons unrelated to the availability of the COPS in Schools grant. Your agency must obtain prior written approval from the COPS Office, however, if you wish to use COPS in Schools funding to rehire any officers who are laid off after the official award start date of the COPS in Schools grant.



Community Policing

The COPS Office envisions community policing in the following way:

Community policing is a policing philosophy that promotes and supports organizational strategies to address the causes and reduce the fear of crime and social disorder through problem-solving tactics and police-community partnerships.

Community policing is an integral part of combating crime and improving the quality of life in the nation's cities, towns, and rural areas. It stresses the importance of police-citizen cooperation to fight crime and maintain order. Departments that practice community policing work with community members to identify persistent local problems, learn more about why these problems occur, and address the underlying conditions that lead to these problems so that predictable future crimes can be prevented.

Community policing calls for greater citizen responsibility, and it creates opportunity for citizens to contribute to public safety. At the same time, community policing enhances police professionalism by giving officers the skills, technology and motivation to innovatively solve community problems. To truly support community policing, police agencies often need to restructure and refine their management techniques to make full use of department and community resources.

This approach depends on an effective flow of information from sources inside and outside of the agency. To be successful at community policing, the law enforcement agency should use community feedback to become more effective and equitable in delivering services. This informed flexibility should allow law enforcement agencies to become more responsive to members of the community, as well as to their officers.

Community policing can improve an agency's ability to control crime. The ultimate goal is to improve public safety through better police work, while increasing the public's interaction and satisfaction with police services.

Eligibility Requirements

All state, local, tribal and public law enforcement agencies, and jurisdictions serving special populations (e.g.: transit, university, public housing, schools and natural resources) are eligible to apply for the grant. In addition, jurisdictions wishing to establish, or reinstate, police agencies are eligible to apply under this program.

All agencies seeking funding under the COPS in Schools grant program (CIS) are required to submit the application forms in the right-side pocket of the Application Kit. If you were previously awarded under the CIS grant program you must still complete the application pages contained in the application kit. Agencies wishing to apply for funding under the CIS grant program can contact their state grant advisor for additional information by calling the U.S. Department of Justice Response Center at 1-800-421-6770.

Glossary of Common Grant Terms

The following information is provided to assist you with the completion of your COPS in Schools grant program (CIS) Application Kit. The list includes some of the most common terms that are used in the CIS Application Kit. For additional assistance or clarification with any part of the application, please contact your state grant advisor at 1-800-421-6770.

EIN Number: This number is your agency's Federal identification number as assigned to you by the IRS. In some cases, your EIN has been previously assigned by the Office of Justice Programs to another agency within your jurisdiction. In that instance, a new vendor number will be assigned to you. The new assigned vendor number is to be used for COPS and DOJ administrative purposes only and should not be used for IRS purposes.

ORI Number: (Originating Agency Identifier) This number is assigned by the FBI, and it is your agency's identifier. The first two letters are your state abbreviation, the next three numbers are your county's code and the final two numbers identify your jurisdiction within your county. If you do not currently have an ORI number, the COPS Office will assign one to you for the purpose of tracking your grant.

Contracting for Law Enforcement Services: Under the COPS in Schools grant program (CIS), applicants that do not have an existing law enforcement agency can apply for school resource officers by contracting for law enforcement services with another law enforcement agency. For example, a town that does not have a law enforcement agency of their own may contract for law enforcement services with the sheriff's department that has the primary law enforcement authority in that jurisdiction. Under the CIS grant program the town can apply for school resource officers. In this instance the Law Enforcement Executive and agency information should be submitted from the law enforcement agency providing the services (in this example, the law enforcement agency would be the sheriff's department). The Government Executive of the town should be used for the Legal name and Government Executive Information. Please note that if your jurisdiction is contracting for its officers with another law enforcement agency, your jurisdiction is responsible for ensuring that this arrangement is in compliance with the conditions of the grant.

School Resource Officer: The Congressional Statutory Definition is a career law enforcement officer, with sworn authority, deployed in community-oriented policing, assigned by the employing police department or agency to work in collaboration with schools and community-based organizations to:

1. address crime and disorder problems, gangs, and drug activities affecting or occurring in or around an elementary or secondary school;
2. develop or expand crime prevention efforts for students;
3. educate likely school-age victims in crime prevention and safety
4. develop or expand community justice initiatives for students;
5. train students in conflict resolution, restorative justice, and crime awareness;



6. assist in the identification of physical changes in the environment that may reduce crime in or around the school; and
7. assist in developing school policy that addresses crime and recommend procedural changes.

How to Apply

COPS in Schools program applicants need to follow the instructions in this Application Instructions booklet. **All of the documents in the right-side pocket of the Application Kit folder must be properly completed and returned as part of your application.** Failure to complete and return these forms could result in denial of the application or a delay in processing.

Due to limited funding availability the next application deadline for the COPS in Schools program is June 16, 2000. Additional application deadline dates may be announced later and are subject to available funding. Applications must be postmarked by the deadline. If additional funding is available applications postmarked after the deadline date may be carried over to the next funding period. Unlike in previous Fiscal Years, funding is limited under the COPS in Schools program. Because funding is limited, we encourage you to apply as early as possible. Applications that are not funded during Fiscal Year 2000, because of limited funding opportunities, will be carried over for consideration next Fiscal Year. Please note that future funding is contingent upon the reauthorization of the COPS Office in Fiscal Year 2001.

All necessary forms must be typewritten. All of the required materials should be stapled together and not otherwise bound. Any narrative portions of the application should be double-spaced, typewritten and printed on one side of 8 1/2" by 11" paper. Applicants are discouraged from including other materials beyond what is required.

Departments serving specialized jurisdictions – such as housing, transit, tribal, university, school or natural resources are required to submit additional information. The additional information is included in this application kit and is titled Special Department Questionnaire. This form must be completed and included with any accompanying documentation as part of your completed application. Specialized jurisdictions also are required to complete the information contained in the Community Policing Information Worksheet, Part 2. Video presentations are not permitted.

Sheriff's departments also are required to submit additional information detailing their law enforcement powers. This additional information is included in this application kit and is titled Sheriff Department Questionnaire. This form must be completed and included with any accompanying documentation as part of your completed application.

Finally, departments wishing to establish a law enforcement agency under



the COPS in Schools grant program also must complete additional information. This additional information is included in the application kit and is titled Start-Up Department Questionnaire. This form must be completed and included with any accompanying documentation as part of your completed application.

A complete COPS in Schools grant program application should contain the following:

- COPS in Schools Application Form.
- Part 1 of the Community Policing Information Worksheet. (First time COPS grant applicant).
- Part 2 of the Community Policing Information Worksheet, if your jurisdiction serves a population of 50,000 or over; does not currently have an established department and wishes to establish one; or serves specialized populations, such as transit, housing, university, school or natural resources.
- Budget Information forms.
- Assurances, Certifications and Disclosures of Lobbying Activities. The appropriate officials must sign them. If your department does not participate in lobbying activities, it is not necessary to return the Disclosure of Lobbying Activities form.
- Written Retention Plan. All grant applicants are expected to develop and submit, at the time of application, a written plan to retain the additional positions funded by the COPS in Schools grant program for at least one full locally-set budget cycle following the conclusion of the federal grant period. The COPS Office will monitor the grantee's implementation of its retention plan at any time during this period. If a grantee is unable to retain at the end of the grant period, it may request a waiver of the retention requirement based on severe fiscal distress. Any exceptions to the retention requirement must be authorized in writing by the COPS Office.
- Partner Information.
- Memorandum of Understanding.
- COPS in Schools Narrative Addendum.

Permissible Uses for Funds

COPS in Schools funding must be used to hire new, additional School Resource Officers, over and above the number of sworn officers that your agency would fund with state or local funds in the absence of the grant (including other School Resource Officers). Your agency may not reduce its state or locally-funded level of sworn offi-



cers (including other School Resource Officers) as a result of applying for or receiving COPS in Schools grant funding.

COPS in Schools funding may also be used to rehire sworn officers previously employed by your agency who have been laid off for financial reasons unrelated to the availability of the COPS in Schools grant. Your agency must obtain prior written approval from the COPS Office, however, if you wish to use COPS in Schools funding to rehire any officer who is laid off after the official award start date of the COPS in Schools grant.

A "career law enforcement officer" is a person hired on a permanent basis that is authorized by law, or by a state or local public agency to engage in or supervise the prevention, detection or investigation of violations of criminal laws. Grant awards are based on the entry-level salary of a police officer in your department. Funds can only be spent on or after the date of the award or the date of an officer's hire, whichever comes later. Officers hired for the grant must be newly hired on or after the official grant award start date to qualify for funding unless an exception is authorized in writing by the COPS Office Legal Division. Grant funds may not be used retroactively for salaries paid prior to the grant award.

COPS in Schools grant program funds may not be used for any purpose other than officers' approved salaries and benefits. Funds under this program may not be used to purchase equipment or support systems or to pay overtime costs.

The hiring or rehiring of new personnel must follow your existing local recruitment and selection procedures. In addition, all hired personnel must be trained in community policing. For information on available training you can contact the U.S. Department of Justice Response Center at 1-800-421-6770 or you can refer to the COPS Office web site at www.usdoj.gov/cops/.

The officers hired under this program may be assigned to field training and probationary assignments, if this is the customary practice of the agency, provided the same number of veteran officers are transferred to School Resource Officer positions at the same time. For example, new officers hired under this program may be assigned to standard patrol or traffic enforcement, as long as an equal number of experienced officers are deployed as School Resource Officers as a direct result of hiring the additional grant funded officers.

Supplanting or replacing local or state funds that are already budgeted for public safety is strictly prohibited by law. As noted above, your agency must use COPS grant funds to hire new, additional law enforcement officers beyond the number of officers that would be hired in the absence of the grant. See the "Administrative Requirements" on page 13 in this booklet for more information.

Departments are urged to consider hiring former members of the armed forces who have been involuntarily separated, particularly where communities have been adversely affected by recent military base closings.

Length of Award, Grant Amounts and Local Match

The duration of COPS in Schools program grants is three years.

The grant will pay up to a maximum of \$125,000 per officer, over the three-year period of the grant. If your total project costs are less than or equal to \$125,000 then there is no local match required under the COPS in Schools grant program. If your total project costs per officer are greater than \$125,000 then your local match is the difference between your total project costs and \$125,000 maximum. Under the COPS in Schools grant program the local share must increase each year of the grant. By the end of a three-year grant period, the department will be wholly responsible for funding the officers hired under the grant. Grant funds are paid out over the entire grant period and not in a lump sum.

Requests to waive the local match, or to increase the maximum funds per officer hired, are not permitted under this program. Local match may not be paid from funds reallocated within the law enforcement budget. Your agency must maintain records which clearly demonstrate the source of local matching funds, the amount of the match, and when the match is contributed. For example, funds previously budgeted for the hiring of one new officer may not be reallocated to provide local matching funds for the hiring of COPS in Schools grant program officers.

Departments are encouraged to contribute local shares in excess of the minimum amounts required. States and local units of government may use as matching funds assets received through the Asset Forfeiture Equitable Sharing Program, the Housing and Community Development Act of 1974 (in compliance with the guidelines of those programs), and other funds contributed from state, local or private sources, or otherwise authorized by law. Federal funds appropriated to tribal agencies or to the Bureau of Indian Affairs performing law enforcement functions on Indian lands may be used as matching funds. Federal grant monies received from other Federal agencies only may be used as local matching funds if specifically authorized by the other Federal grant program.

Monitoring and Reporting Requirements

Federal regulations require that any financial assistance from the Federal government be monitored to make sure that those funds are spent properly. In addition, the COPS Office is interested in tracking the progress of our programs and the development of our grantees' community policing plans. Therefore, all grantees will be required to participate in grant monitoring activities of the U.S. Department of Justice, including but not limited to, the COPS Office, the Office of the Inspector General, or any other entity designated by COPS.



Our monitoring staff will take a number of approaches, from site visits to periodic phone calls, in order to gather information. We will seek information including, but not limited to your plan to retain COPS-funded officers following your grant's expiration date, compliance with nonsupplanting and financial requirements of the grant, and progress toward achieving the goals of your community policing plan. Program advisors and auditors will be particularly interested in assuring that the deployment of additional officers is consistent with the applicant's proposal.

Your agency also will be responsible for submitting annual Progress Reports and quarterly Financial Status Reports. These forms will be sent to you.

Evaluation Requirements

A national evaluation, as well as local-level evaluations, may be conducted of the COPS in Schools grant program. The purpose of these evaluations will be to assess the process of implementing this program, as well as to examine the possible impacts of additional officers hired. Evaluators may visit grantee sites to collect data for these evaluations. All selected applicants must cooperate in such evaluations and provide any requested information. In addition, grantees are encouraged to collect information regarding the achievements and successes of community oriented policing in their area, as well as responses from members of the public to the grantee plans.

Paperwork Reduction Act Notice

The public reporting burden for this collection of information is estimated to be up to eight hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the application. Send comments regarding this burden estimate or any other aspects of the collection of this information, including suggestions for reducing this burden, to the Office of Community Oriented Policing Services, U.S. Department of Justice, 1100 Vermont Avenue, NW, Washington, DC 20530; and to the Public Use Reports Project, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20530.

You are not required to respond to this collection of information unless it displays a valid OMB control number.

Technical Assistance

Technical assistance is available to applicants at no cost. Assistance with completing this application may be obtained from the U.S. Department of Justice Response Center at 1-800-421-6770. Assistance regarding community policing plans and practices may also be obtained from the COPS Office Internet web site at www.usdoj.gov/cops/. Written inquiries may be sent to: COPS Office, Attn: Training and Technical Assistance Division, U.S. Department of Justice, 1110 Vermont Avenue, NW, 10th floor, Washington, DC 20530. This technical assistance may be particularly useful to new departments or those that are in the early stages of implementing community policing and need help in formulating their long-term plans.

Guidance regarding financial and administrative aspects of the grant also may be obtained by consulting the Office of Justice Programs' Financial and Administrative Guide for Grants (M7100.1), which is available at no cost from the U.S. Department of Justice Response Center.



Administrative Requirements

Grant Funds Must Supplement and Not Supplant

Grant funds may not be used to replace state or local funds (or where applicable, funds provided by the Bureau of Indian Affairs) that would, in the absence of Federal aid, be available or forthcoming for law enforcement. Instead, COPS in Schools grant funds must be used to increase the total amount of such other funds used for hiring sworn officers.

A grant recipient may not use Federal grant funds to pay salaries of police officers that the recipient already is obligated to pay. Funds allocated to pay law enforcement officers irrespective of the grant may not be reallocated to other purposes or refunded should a COPS in Schools program grant be made. Non-Federal funds for police hiring must remain available for and devoted to that purpose, with COPS CIS funds supplementing those non-Federal funds.

In addition, without including officers hired under a COPS grant, all grantees will be expected to proceed with new hiring at a level consistent with historical practice and to take active and timely steps to fill all vacancies resulting from attrition. Failure to do so may be considered evidence of supplanting.

Grantees which are awarded funds as "start-up" agencies, but which previously contracted for law enforcement services from another agency, must continue to dedicate the same level of local funding previously dedicated to the contract to annually recurring law enforcement costs for the new start-up agency. Annually recurring law enforcement costs might include, for example, hiring locally funded sworn officers or civilian employees, paying rent for facilities, or annual training costs. Start-up grantees may not spend the previously budgeted level of law enforcement funds on one-time costs, such as purchasing equipment or vehicles, nor may they reallocate those funds to pay the COPS local match. Instead they must dedicate this level of local funding to recurring law enforcement costs throughout the life of the COPS grant program to comply with the nonsupplanting requirement.

The possibility of supplanting will be the subject of careful application review, possible pre-award review, and post-award monitoring and audit. Any supplanting of non-Federal funds by COPS grant funds is a ground for potential suspension or termination of grant funding, recovery of funds already provided, and other civil or criminal sanctions.

As part of this application, an agency must sign a certification that no supplanting of non-Federal funds will take place should a grant award be made. These certifications shall be treated as a material representation of fact upon which reliance will be placed in the U.S. Department of Justice's determination whether to award this grant.



The Assurances and Certifications forms can be found in the right side pocket of this Application Kit and must be signed and returned as part of a complete COPS in Schools grant program application.

If you have questions concerning the nonsupplanting requirement while completing this application, please contact the COPS Office Legal Division at (202) 514-3750 for further information.

Single Point of Contact Review

Executive Order 12372 requires applicants from state and local units of government, or other organizations providing services within a state, to submit a copy of the application to the state Single Point of Contact (SPOC), if one exists and if this program has been selected for review by the state. (Tribal governments are exempt from this review.) The state Single Points of Contact are listed on page 17 of this booklet. Applicants must contact their state SPOC to determine if the program has been selected for state review and, if so, comply with the state requirements prior to, or at the same time, as an application is submitted to the COPS Office. If the SPOC requires a copy of the COPS in Schools grant program application, the applicant should still send the original application and two copies to the COPS Office.

Audit Requirement

OMB Circular A-133 establishes the requirements for organizational audits that apply to COPS grantees. Grantees must arrange for the required organization-wide, not grant-by-grant, audits in accordance with the requirements of this circular.

Certifications

- Lobbying
- Debarment, Suspension and Other Responsibility Matters
- Drug-Free Workplace Requirements
- Coordination and Nonsupplanting Requirements

Applicants should refer to the Assurances, Certifications and Disclosure of Lobbying forms in the Application Kit to determine the certifications to which they are required to attest. Applicants also should review the regulations referred to in the certification forms. Signature of these forms provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)," and with the coordination and nonsupplanting requirement of the Public Safety Partnership and Community Policing Act of 1994. The certifications will be treated as a material representation of fact upon which reliance will be placed by the Department of Justice in awarding grants.



Civil Rights

All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws. All applicants should consult the assurances to understand the applicable legal and administrative requirements.

Suspension or Termination of Funding

The COPS Office may suspend funding, in whole or in part, terminate funding, or impose other sanctions on a grantee for the following reasons:

- Failure to substantially comply with the requirements or objectives of the Public Safety Partnership and Community Policing Act of 1994, program guidelines, or other provisions of Federal law;
- Failure to make satisfactory progress toward the goals or strategies set forth in this application;
- Failure to adhere to grant agreement requirements or special conditions; or
- Proposing substantial plan changes to the extent that, if originally submitted, would have resulted in the application not being selected for funding;
- Failure to submit reports;
- Filing a false statement or certification in this application or other report or document; or
- Other good cause shown.

Prior to imposing sanctions, the COPS Office will provide reasonable notice to the grantee of its intent to impose sanctions. Hearing and appeal procedures will follow those in U.S. Department of Justice regulations in 28 CFR Part 18.



Intergovernmental Review Process

Executive Order 12372 requires applicants from state and local units of government, or other organizations or individuals providing service within a state, to submit a copy of the application to the state Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the state. Before the application due date, you must contact your state SPOC to find out if this program has been selected for review and comply with the state's process under Executive Order 12372.

Whether or not your SPOC requests a copy of your application, the original signed application and two copies should be returned to the COPS Office.

The Catalog of Federal Domestic Assistance references for this program are number 16.710, "Public Safety and Community Policing Grants."

A current list of state SPOCs is set forth below.

Arizona

Joni Saad
Arizona State Clearinghouse
3800 N. Central Avenue
Fourteenth Floor
Phoenix, Arizona 85012
Telephone: (602) 280-1315
FAX: (602) 280-8144

Arkansas

Mr. Tracy L. Copeland
Manager, State Clearinghouse
Office of Intergovernmental Services
Department of Finance and Administration
1515 W. 7th St., Room 412
Little Rock, Arkansas 72203
Telephone: (501) 682-1074
FAX: (501) 682-5206

California

Grants Coordinator
Office of Planning & Research
1400 Tenth Street, Room 250
Sacramento, California 95812-3044
Telephone (916) 445-0613
FAX: (916) 323-3018



Delaware

Francine Booth
State Single Point of Contact
Executive Department
Thomas Collins Building
P.O. Box 1401
Dover, Delaware 19903
Telephone: (302) 739-3326
FAX: (302) 739-5661

District of Columbia

Charles Nichols
State Single Point of Contact
Office of Grants Mgmt. & Dev.
717 14th Street, N.W., Suite 1200
Washington, D.C. 20005
Telephone: (202) 727-6537
FAX: (202) 727-1617

Florida

Florida State Clearinghouse
Department of Community Affairs
2555 Shumard Oak Blvd.
Tallahassee, Florida 32399-2100
Telephone: (850) 922-5438
FAX: (850) 414-0479

Georgia

Debra Stephens
Coordinator
Georgia State Clearinghouse
270 Washington Street, S.W., 8th Floor
Atlanta, Georgia 30334
Telephone: (404) 656-3855
FAX: (404) 656-7901



Illinois

Ms. Virginia Bova
State Single Point of Contact
Illinois Department of Commerce and Community Affairs
James R. Thompson Center
100 West Randolph, Suite 3-400
Chicago, Illinois 60601
Telephone: (312) 814-6028
FAX: (312) 814-1800

Indiana

Frances E. Williams
State Budget Agency
212 State House
Indianapolis, Indiana 46204-2796
Telephone: (317) 232-5619
FAX: (317) 233-3323

Iowa

Steven R. McCann
Division for Community Assistance
Iowa Department of Economic Development
200 East Grand Avenue
Des Moines, Iowa 50309
Telephone: (515) 242-4719
FAX: (515) 242-4809

Kentucky

Ronald W. Cook
Office of the Governor
Department of Local Government
1024 Capitol Center Drive, Suite 340
Frankfort, Kentucky 40601-8204
Telephone: (502) 573-2382
FAX: (502) 573-2512

Maine

Joyce Benson
State Planning Office
184 State Street
State House Station #38
Augusta, Maine 04333
Telephone: (207) 287-3261
FAX: (207) 287-6489



Maryland

William G. Carroll
Manager, Plan & Project Review
Maryland Office of Planning
301 W. Preston Street- Room 1104
Baltimore, Maryland 21201-2365
Staff Contact: Linda Janey
Telephone: (410) 767-4490
FAX: (410) 767-4480

Michigan

Richard Pfaff
Southeast Michigan Council of Governments
660 Plaza Drive, Suite 1900
Detroit, Michigan 48226
Telephone: (313) 961-4266
FAX: (313) 961-4869

Mississippi

Cathy Mallette
Clearinghouse Officer
Department of Finance and Administration
550 High St.
303 Walter Sillers Bldg.
Jackson, Mississippi 39202-3087
Telephone: (601) 359-6762
FAX: (601) 359-6758

Missouri

Lois Pohl
Federal Assistance Clearinghouse
Office of Administration
P.O. Box 809
Room 760, Truman Building
Jefferson City, Missouri 65102
Telephone: (314) 751-4834
FAX: (314) 751-7819

Nevada

Department of Administration
State Clearinghouse
Capitol Complex
Carson City, Nevada 89710
Telephone: (702) 687-4065
FAX: (702) 687-3983



New Hampshire
Jeffrey H. Taylor
Director, Office of State Planning
Attn: Intergovernmental Review Process
Mike Blake
2 1/2 Beacon Street
Concord, New Hampshire 03301
Telephone: (603) 271-2155
FAX: (603) 271-1728

New Mexico
Nick Mandel
State Budget Division
Room 190 Bataan Memorial Building
Santa Fe, New Mexico 87503
Telephone: (505) 827-3640
Fax: (505) 827-4948

New York
New York State Clearinghouse
Division of the Budget
State Capitol
Albany, New York 12224
Telephone: (518) 474-1605
FAX: (518) 486-5617

North Carolina
Chrys Baggett, Director
N.C. State Clearinghouse
Office of the Secretary of Admin.
116 West Jones Street, Suite 5106
Raleigh, North Carolina 27603-8003
Telephone: (919) 733-7232
FAX: (919) 733-9571

North Dakota
North Dakota Single Point of Contact
Office of Intergovernmental Assistance
600 East Boulevard Avenue
Bismarck, North Dakota 58505-0170
Telephone: (701) 328-2094
FAX: (701) 328-2308



Rhode Island

Kevin Nelson

Review Coordinator

Department of Administration

Division of Planning

One Capitol Hill, 4th Floor

Providence, Rhode Island 02908-5870

Telephone: (401) 222-2656

FAX: (401) 222-2083

*Please direct correspondence and questions to: Review Coordinator,
Office of Strategic Planning*

South Carolina

Omega Burghess

State Single Point of Contact

Grant Services

Office of the Governor

1122 Lodies Street, 12th Floor

Columbia, South Carolina 29201

Telephone: (803) 734-0494

Texas

Tom Adams

Governor's Office

Director, Intergovernmental Coordination

P.O. Box 12428

Austin, Texas 78711

Telephone: (512) 463-1771

FAX: (512) 463-1888

Utah

Carolyn Wright

Utah State Clearinghouse

Office of Planning and Budget

Room 116 State Capitol

Salt Lake City, Utah 84114

Telephone: (801) 538-153

FAX: (801) 538-1547

West Virginia

Fred Cutlip, Director

Community Development Division

West Virginia Development Office

Building #6, Room 553

Charleston, West Virginia 25305

Telephone: (304) 558-4010

FAX: (304) 558-3248



Wisconsin
Jeff Smith
Section Chief, State/Federal Relations
Wisconsin Department of Administration
101 East Wilson Street- 6th Floor
P.O. Box 7868
Madison, Wisconsin 53707
Telephone: (608) 266-0267
FAX: (608) 267-6931

Wyoming
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